

<b>DIVISION OF MINERAL MINING PROCEDURES MANUAL</b>		<b>PROCEDURE NO.</b>	4.7.00
		<b>ISSUE DATE</b>	09/10/91
<b>SUBJECT</b>	Change in Operating Officials	<b>Section</b>	Permitting
		<b>Last Revised</b>	

**OBJECTIVE AND INTENT:**

To provide a consistent process to allow operators to update company officials.

**PROCEDURES:**

DMM will process company requests for a changes in their list of company officials in accordance with the procedures outlined below. All requests for changes in operating officials will be considered as amendments and must follow the amendment procedures.

1. Change in Corporate Officials

An officer or official listed in Item 4 of the **Permit/License Application (DMM-101)** or **License Renewal Application (DMM-157)** may be changed in a corporation by the submission of a letter listing the retiring individual stating that they are no longer with the corporation. The corporation must then submit a letter listing all the new officials. In lieu of the letter the corporation may submit the revised information on the License Renewal Application form.

2. Partnerships, Joint Ventures, Trusts, Individuals

A partnership is dissolved if one partner is removed or a new partner is added to the company. A new permit or a permit transfer will be obtained if a new partnership is formed or the old partnership is dissolved.

3. Authorized Representatives

The owner, partner, etc. may authorize another person to act in their behalf on all matters dealing with the Division of Mineral Mining. This authorization does not relieve the owner, partner, etc. of their obligation to the Division. This authorization may be granted by listing the person on item 5 of the License Renewal Application or item 4 or 5 of the Permit/License Application.

An authorized representative listed in Item 4 or 5 of the Permit/License Application may be changed by the submission of a notarized letter from an owner or official listed in Item 4 of the Permit/License Application form.